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25X1



*W 6 of 7*

9 February 1956

**MEMORANDUM FOR: Project Logistics Officer  
Project Weather Officer**

**FROM : Project Communications Officer**

**SUBJECT : Office Equipment and Supplies Required for**

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1. The following office equipment will be required to operate the 

- Desks - 2 each double pedestal, typewriter wall
- Typewriters- 2 each military type, preferably royal
- Chairs - 2 each posture, typing, foam rubber seats and backs
- Supply Cabinet - 1 each steel, 5 shelves, 18" x 36"
- Waste Baskets - 3 each
- Clock - 1 each electric, wall
- Stamp Clock - 1 each simplex model MACB, 60 cycle
- Pencil Sharpener - 1 each
- Staplers - 2 each, desk type, Hetchkins
- Push Broom - 1 each
- Dust Pan - 1 each
- Safes - 2 each, 4 drawer, safe file, Remington Rand, 3 way, manipulation proof, combination lock.

2. The following initial order of office supplies will be required:

- Teletype Paper - 2 boxes, 3 ply
- Teletype Tape - 1 box, 11/16 in., 2-in. core

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<b>Teletype Ribbons</b>	<b>- 1 box, black, Underwood</b>
<b>Pencils</b>	<b>- 1 box #2</b>
<b>Stamp Pads</b>	<b>- 2 each, red</b>
<b>Stamp Pad ink</b>	<b>- 1 bottle, red</b>
<b>Ink</b>	<b>- 2 bottles, blue</b>
<b>Ash trays</b>	<b>- 2 each</b>
<b>File Folders</b>	<b>- 15 each, legal size, manila</b>
<b>Paper fasteners</b>	<b>- 2 boxes, asco</b>
<b>Paper clips</b>	<b>- 2 boxes</b>
<b>Staples</b>	<b>- 1 box</b>
<b>Envelopes</b>	<b>- various sizes, manila</b>
<b>Typewriter Paper</b>	<b>- 8 1/2 x 11, Bond and white onion skin</b>
<b>Carbon Paper</b>	<b>- 1 box</b>

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**Dist.:**

**1 cy - ex. addresses**

**1 cy - Comm chrono**

**1 cy - S5**

**1 cy - Admin chrono**

**1 cy - " reading**

**1 cy - Ops chrono**

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